

Collections Inventory Assistant

Job Description

The Hampton University Museum (HUM) needs professional, work-for-hire services, to follow an approved plan to inventory and document the Hampton University Museum's vast collection of art, cultural and historic artifacts. Take rapid shot images of objects to document current state and provide a point of reference for staff and researchers; follow an approved condition report and location document.

Job Duties:

Work cooperatively with others and accept direction from supervisor.

- Follow HUM guidelines provided to document and catalog collection items, ascertaining data for objects and collections of objects, including, but not limited to reference numbers, object titles, object names, accession numbers, materials, dimensions, and dates of production or use.
- Report to the Director of the Museum, work under the supervision of the Curator of Collections; follow the technical direction of the Registrar; and work closely with the Collections Consultant.
- Record collection information on Excel Collection Intake Forms provided
- Measure objects and record measurements on Excel Collection Intake Form
- Write a brief physical description of the object or collection for the Description field of Past Perfect:
- Work with collection materials as necessary, following HUM protocols and standards for object handling, assessment, and rehousing
- Create or compile reference images and create media records

Requirements:

- BA in museum studies or related field
- Must have great attention to detail and previous experience including direct care of museum collection objects
- Proper object handling skills and experience with collection management databases, preferably Past Perfect
- Prior collections inventory experience
- The ability to lift 30 pounds
- Basic computer skills
- Basic photography skills (using a computer tablet)

To Apply:

Please submit a cover letter, resume, and a completed Application for Educational Support Staff Employment either via email at HROFFICE@hamptonu.edu or fax to (757) 727-5969:

Office of Human Resources
Hampton University
Hampton, VA 23668

***No phone calls*

***Incomplete applications will not be considered*

Forms:

Visit [Human Resources – Hampton University Human Resources](#) to retrieve the educational support staff employment application and other supplemental application materials.